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I

BASIC TRAINING

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I-A

### BASIC TRAINING PROGRAM

This entire program consists of the following three phases, and it is to be considered as a whole:

- Phase I - BIC(CS) - Introduction and Orientation
- Phase II - Basic Tradecraft
- Phase III - Staff Officer Training

Cases exist in which the entire program will not be taken consecutively; information pertaining to these cases is available upon request. Otherwise, BIC(CS) will normally be followed by Phase II, and so forth. In all cases, however, the previous Phase will be a prerequisite for the succeeding one.

The program is designed to provide in logical sequence a complete grounding for any work in clandestine activity; and it is, in its entirety, a prerequisite for further work in Advanced and Specialized Training.

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I-A-1

BIC(CS)

Length: Three weeks

Prerequisites: Clearance for TOP SECRET

Minimum & Maximum Enrollment Allowed: 10 to 125 students

This course, intended primarily for the newcomer to this organization, identifies for him the covert activity in which this government engages and the major ideological factors necessitating such activity. Communist ideology, history, methods, and tactics occupy a full week of instruction.

The course identifies the part played by covert activity in the over-all field of foreign relations and defense, with reference to the security commitments of this country and her allies. The lectures sketch out the relationship of this organization to the national intelligence effort, and introduce newcomers to the Headquarters organization. Guest lecturers from the various operating components explain the processing of intelligence from its collection to its ultimate use.

With the purpose of orienting, indoctrinating, and motivating new personnel the course examines intelligence principles and methods and the nature of clandestine activities, with special attention paid to the necessity for mental preparation and training. A "county-fair" exhibit familiarizes the student with the products of the intelligence gathering activity, providing him with an opportunity to see first hand raw information, finished reports, and various stages in between. Strategic area surveys of six key areas help the student to understand the global aspect of intelligence.

The course also includes films, examinations, and seminar discussions on the various phases of instruction.

NOTE: This is Phase I of the Basic Training Program.

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1-A-3

Phase III

Length: Three weeks

Prerequisites: 1) Clearance for Top Secret; 2) Completion of STP-II, or its equivalent in field or Headquarters experience

Minimum & Maximum Enrollment Allowed: 5 to 50 students

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The purpose of this phase is to introduce the student to the structure and to acquaint him with the functional responsibilities of the major components thereof. He is also introduced to the operational responsibilities of the individuals therein. Treated during this phase are various specific topics under the general headings of: Functional Responsibilities of Organizational Components; Placement of Staff Personnel Abroad; Basis Plan and Project Procedure; Security and Control of Operations; Special Problems in the Conduct of Operations; and Information Reporting.

In addition to the usual lecture presentations, this Phase will feature discussions by personnel with both field and Headquarters experience in varied assignments and examination of some operations/illustrative of the points discussed during the course. of this Case histories, films, and seminar discussions also supplement organization the lectures.

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I-B

Administrative Training

The Office of Training (Special) offers two separate courses in administration, one intended primarily for clerical employees and administrative assistants, and one designed for the training of administrative staff and support staff personnel. The latter includes a week's study of basic tradecraft, thus obviating the necessity for these students' taking the more intensified study in Phase II of the Basic Training Program.

The usual procedure is for administrative staff personnel to take the BIC(GS) and follow it with the Administrative Support Course. These two courses together constitute the Basic Intelligence Course for [REDACTED] personnel (BIC/SUP). This is referred to [REDACTED] as a separate course. BIC/SUP is, in reality, composed of the two courses mentioned.

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I-B-1

Administration

Length: Two weeks

Prerequisites: Clearance for Top Secret

Minimum and Maximum Enrollment Allowed: 10 to 50 students

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The purpose of this course is to familiarize [REDACTED] clerical personnel with the basic techniques and procedures for administrative support of their staffs in Headquarters and in overseas establishments. Concomitantly, the student is acquainted with the functional organization of the principal staff elements of this organization.

25X1A2d1

The lectures give attention to the organization, mission, and functions of [REDACTED] attempting to orient the student toward thinking in operational terms. Defensive security is stressed, particularly regarding its application to the administrative elements of a clandestine organization.

Finally, administrative regulations and procedures are taken up, one by one, analyzed, demonstrated before the students, and applied to hypothetical cases. The students then receive comprehensive problems in dispatch, pouch, and cable procedures; transportation and supply; reckoning time and leave and per diem; and the maintenance of field station personnel and agent records.

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I-B-2

Administrative Support

Length: Three Weeks

Prerequisites: 1) BIC(CS); 2) Clearance for Top Secret

Minimum & Maximum Enrollment Allowed: 10 to 50 students

25X1A2d1 This course is designed to provide a familiarization with the problem of administrative support of clandestine operations. It is primarily for non-clerical administrative and support personnel under [REDACTED] Admin, but it is not closed to other [REDACTED] employees who need the instruction. 25X1A2d1

25X1A2d1 The course aims to give the students some understanding of the inter-relationships between operating functions and administrative support functions. After an introduction to the basic principles and techniques of clandestine operations through lectures, films, seminar discussions and field problems, the organization and functions of [REDACTED] are studied. The course then considers the procedures, regulations, and peculiar 25X1A2d1 problems pertaining to [REDACTED] administrative support, with particular attention to logistics and finance. The lectures are supplemented by case histories and practical work in the utilization of administrative skills.

II

ADVANCED AND SPECIALIZED TRAINING

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II-A

HEADQUARTERS TRAINING

25X1A The Office of Training (Special) offers the following courses in the Head-  
25X1A quarters area. It will be noted, however, that the final week of [REDACTED] Opera-  
tions is presented outside the Headquarters area [REDACTED]

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II-A-3

Communist Party Operations

Length: Two weeks.

Prerequisites: (1) Top Secret clearance; (2) Basic Training Program, or equivalent field or Headquarters experience; (3) Successful completion of one other course of Advanced Training.

Minimum and Maximum Enrollment Allowed: 6 to 20 students.

This course provides staff personnel with background and understanding of the World Communist Movement adequate for their planning and conducting effective operations against it. Emphasis is given throughout to the generally valid aspects of Party policy: tactics, administration, organization, and action.

The lectures and seminars give the student a basic orientation to Communism. The essentials of the ideology, its basic terminology, and the current operational objectives of the staff components all conduce toward relating the study of Communism to the needs of this organization. The course then analyzes the structure and function of Party organs, from the development of cadres, through propaganda and finance, to a special study of the aspects of clandestine operations, such as military, intelligence and the underground. These Party operations and tactics are analyzed to provide background for a detailed study of the penetration and/or infiltration of a Communist Party. Films, illustrative of the material covered in lecture and discussion, are part of the instructional method of this course.

A final review and round table discussion serve to tie together the strands of the course and enable the student to question and assimilate what he has acquired over the two-week period.

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Reports

Length: One week

Prerequisites: 1) Clearance for Top Secret; 2) Basic Training Program, or its equivalent in field or headquarters experience

Minimum & Maximum Enrollment Allowed: 8 to 15 students

This course is designed for personnel who are slated to be reports officers, either at Headquarters or in the field. The lectures emphasize the practical problems of interpreting and evaluating information received from field sources. The students are asked to edit several field information reports and to process reports received in Headquarters. The problems of fabricated reports and of deception material are treated separately in lectures and seminar discussions.

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Order of Battle

Length: Two weeks

Prerequisites: 1) Top Secret clearance; 2) Basic Training Program, or its equivalent in field or headquarters experience

Minimum & Maximum Enrollment Allowed: 6 to 20 students

This course is designed to familiarize staff personnel with the structure and character of the Communist Armed Forces, with particular emphasis on those of the Soviet Union. The student learns through seminar discussions and directed reading; much of the latter concerns itself with those Communist Armed Forces which lie in the student's area of interest. As an adjunct to this objective, the student is made familiar, through lecture, film, and study, with the basic briefing materials on this subject which are available to Headquarters and field.

The second week provides training in the reporting techniques peculiar to the handling of military information, in the operational use of military information, and in the mounting of operations to collect it, either as an end product or as a by-product. This includes training in the writing of finished reports and in preliminary evaluation.

The final problem brings together all the elements discussed in the two weeks. It is a 48-hour exercise in the mounting of an operation, debriefing of an informant, and production of usable military information.

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II-A-8

Instructor Training

Length: One week

Prerequisites: 1) Top Secret clearance; 2) Phases I and II, Basic Training Program; or, equivalent field or headquarters experience

Minimum & Maximum Enrollment Allowed: 10 to 20 students

This course introduces students to the uses and capabilities of all types of training aids, from posters and charts, through films, to sand tables and three-dimensional aids. This organization's capabilities in the supply of these aids are also discussed. After brief lectures on the principles and methods of teaching and learning, stressing the feasibility and advantages of visual and aural aids, the students prepare and present before the class lectures or demonstrations in a subject of their own choosing. Directed discussions help to point out to these students the strong points and the defects in their presentation.

In cases in which an initiating office desires that a trainee receive instruction in any specialized type of training or presentation, TR(S) offers on-the-job tutorial training with senior instructors from any of the formal courses herein listed.

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II-B

FIELD TRAINING

The following courses are offered outside the Headquarters area at a covert training site. Students electing any of them should begin immediately to consider their departure for the length of time indicated and the ramifications of that departure. Students enrolled in the courses will be notified of a detailed briefing which they must have before their actual leaving.

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